

City of Kirkland Planning Department Final Subdivision Application Requirements: **Application Checklist**

The following is a list of materials which must be submitted in order to have a complete application. For some applications, it will not be necessary to submit all of the listed materials. Consult with the Department of Planning and Community Development if you have questions. Please do not turn in your application until all materials which apply to your proposal have been gathered. Your application will be reviewed for completeness by utilizing the items within this checklist. A meeting date will not be assigned until your application materials are complete.

Fees

- ☐ Payment to the City of Kirkland for the filing fee. An invoice will be sent through the Dashboard once the materials are considered adequate for initial City review.
Note: Other fees, including Park Impact Fees and Road Impact Fees, may be required during the development review process.

Other

- ☐ A Title Report that is not more than 30 calendar days old containing:
 - ☐ A legal description of the total parcel(s) sought to be subdivided; and
 - ☐ A list of those individuals, corporations, or other entities holding an ownership interest in the parcel(s); and
 - ☐ Any easements or restrictions affecting the property(ies) with a description, purpose and reference by auditor's file number and/or recording number; and
 - ☐ Any encumbrances on the property; and
 - ☐ Any delinquent taxes or assessments on the property
- You may submit an update or addendum to the Title Report that was submitted as part of your preliminary plat application as long as it identifies all changes since the report was initially issued and has the same Order Number as shown on the original Title Report.***
- ☐ Mathematical lot closures.
- ☐ An indication that either (check one):
 - ☐ All required road, utility and easement or tract screening improvements have been completed; or
 - ☐ A security device has been submitted to the Public Works Department to cover the cost of the outstanding road, utility and easement or tract screening improvements.
- ☐ The exterior boundary of the plat and all interior lot corners have been set by a registered land surveyor using appropriate permanent materials.
- ☐ A signed document from the Professional Engineer of record for associated civil engineering plans/permits stating that the proposed short plat has been reviewed by the PE and accurately represents all requirements from approved civil engineering plans, including incorporation of all necessary easements for access, utilities, etc.
- ☐ All street centerline monuments (points of intersection, points of curve, points of tangency, etc.) within the plat and all intersections with existing street centerlines have been monumented with concrete monuments in case, or other permanent material approved by the City.
- ☐ A certification from a licensed land surveyor as to the survey data, layout of streets,

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alleys and other rights-of-way. Bridges, sewage, water systems and other structures together with the information provided by the land surveyor shall be approved by a licensed engineer acting on behalf of the City.

- ☐ A complete survey of the section or sections in which the plat is located, or as much thereof as may be necessary to properly orient the plat within the section or sections. A computer printout to show closures of boundary, road centerlines, lots and tracts. The maximum allowable error of closure is one (1) foot in fifteen thousand (15,000) feet.
- ☐ A certification from the proper officer in charge of tax collections that all taxes and delinquent assessments, as shown on the title company certification, have been paid, satisfied, or discharged.
- ☐ A certificate stating that the subdivision has been made with the free consent, and in accordance with the desires of the owner or owners. If the plat includes a dedication, the certificate or a separate written instrument shall contain the dedication of all rights-of-way and other areas to the public, any individual or individuals, religious society or societies, or to any corporation, public or private, as shown on the plat, and an undertaking to defend, pay and save harmless, any governmental authority, including the City of Kirkland, in respect of all claims for damages against any governmental authority, including the City of Kirkland, which may be occasioned to the adjacent land by the established construction, drainage or maintenance of said right-of-way or other areas so dedicated. Such certificate and separate dedication instrument, if applicable, shall be signed and acknowledged before a Notary Public by all parties having any ownership interest in the lands subdivided.
- ☐ If lands are to be dedicated or conveyed to the City as part of the subdivision, an American Land Title Association title policy may be required.
- ☐ If the site contains built improvements, a separate page indicating the location and square footage of the improvements. One (1) to-scale paper copy (8 ½" x 11" or larger) is sufficient; King County uses this only to determine new tax assessments on the property and it is not recorded with the plat.

Final Plat Drawings for Review

Including the following:

- ☐ Proposed name of the plat
- ☐ Location by section, township, range and/or other legal description
- ☐ Planning and Community Development file number
- ☐ North Arrow
- ☐ Meridian Base
- ☐ Scale of Drawings (1" = 50', or smaller if approved by the Planning Department)
- ☐ Approval and signature blocks for the Kirkland City Council, Department of Public Works, City Treasurer, Department of Finance, Department of Planning and Community Development, King County Department of Assessment, and King County Recorder
- ☐ Boundary survey of the plat. Surveys must be located on KCAS or plat bearing system and tied to known monuments, including all wetland, stream, and NGPE locations
- ☐ The boundary lines of the plat, based on an accurate field traverse, with angular and linear dimensions

- ☐ True courses and distances to the nearest established right-of-way lines or official monuments which will accurately locate the plat
- ☐ Radii, internal angles, points of curvature, tangent bearings and lengths of all arcs
- ☐ Accurate locations of all monuments at such locations as required by the Public Works Department
- ☐ The plat will be described and corners set with a field traverse with a linear closure of one to ten thousand and corresponding angular closure as specified in WAC 332-130-070. Surveyors are encouraged to reference the City of Kirkland's horizontal control data published in 2002, found on the Public Work's webpage at http://www.kirklandwa.gov/depart/Public_Works/Survey_Control.htm.
- ☐ Accurate outlines and dimensions of any areas to be dedicated or reserved for public use, with purposes indicated thereon and in the dedication; and/or any area to be reserved by deed covenant for common uses of all property owners
- ☐ Layout, dimensions (in feet and hundredths of feet) and size (excluding access easement area) of lots, with each lot consecutively numbered
- ☐ Exact location, width, number or name of all rights-of-way, easements and tracts within and adjoining the plat and a clear statement as to whether each is to be dedicated or held in private ownership
- ☐ For private easements and tracts, purpose and benefited and burdened parcels shall be identified and maintenance responsibilities shall be established
- ☐ For vehicular access easements or tracts, vehicular access rights for each lot served must be established either by segregating the roadway into a separate tract in which each lot served has an undivided ownership interest or by creating an access easement. Equal maintenance responsibilities for the owners of all lots served by the roadway must be established
- ☐ All restrictions and conditions on the lots or tracts or other areas in the plat required by notice of approval
- ☐ Surveyor's Certificate completed and seal applied
- ☐ Legal Description
 - ☐ Description of entire parcel
 - ☐ It is suggested that a physical description of all monuments be included and reference points or auxiliaries to monuments. Please carry this section subdivision to the nearest 40 acres, i.e. the NE ¼ of the NE ¼.
- ☐ The following plat notes:
 - ☐ Addressing shall be in accordance with Kirkland Building Division Policy Manual Number 9.001, Assignment of Street Numbers and Road Signage.
 - ☐ Utility Maintenance: Each property owner shall be responsible for maintenance of the sanitary sewer or storm water stub, rain gardens, permeable pavement, or any other infiltration facilities (known as Low Impact Development) from the point of use on their own property to the point of connection in the City sanitary sewer main or storm water main. Any portion of a sanitary sewer or surface water stub, rain garden, permeable pavement, or any other infiltration facilities, which jointly serves more than one property, shall be jointly maintained and repaired by the property owners sharing such stub. The joint use and

maintenance shall "run with the land" and will be binding on all property owners within this subdivision, including their heirs, successors and assigns."

- ☐ Public Right-of-way Sidewalk and Vegetation Maintenance: Each property owner shall be responsible for keeping the sidewalk abutting the subject property clean and litter free. The property owner shall also be responsible for the maintenance of the vegetation within the abutting landscape strip. The maintenance shall "run with the land" and will be binding on all property owners within this subdivision, including their heirs, successors and assigns.
 - ☐ If indicated by the Public Works Department: Prior to issuance of any building permit on lots within this plat, each lot owner must sign a concomitant agreement for future undergrounding of overhead utility lines within the right-of-way abutting this plat.
 - ☐ If indicated by the Public Works Department: Local Improvement District (LID) Waiver Agreement. Chapter 110.60.7.b of the Kirkland Zoning Code requires all overhead utility lines along the frontage of the subject property to be converted to underground unless the Public Works Director determines that it is infeasible to do so at the time of the subdivision recording. If it is determined to be infeasible, then the property owner shall consent to the formation of a Local Improvement District, hereafter formed by the City or other property owners. During review of this subdivision it was determined that it was infeasible to convert the overhead utility lines to underground along the frontage of this subdivision on . Therefore, in consideration of deferring the requirement to underground the overhead utility lines at the time of the subdivision recording, the property owner and all future property owners of lots within this subdivision hereby consent to the formation of a Local Improvement District hereafter formed by the City or other property owners.
 - ☐ Any additional pertinent information required at the discretion of the Public Works or Planning Directors
- ☐ All materials submitted for this application must meet the following standards:
- Electronic Plans & Documents:
- ☐ All files must be in Adobe PDF format. Any file that is not in PDF format must be **converted** from its native format to Adobe PDF rather than being scanned.
 - ☐ Any memo/report that is created from multiple formats must be combined and submitted as one PDF document.
 - ☐ All memos/reports must be either 8-½ x 11 or 11 x 17 inch size. Legal sized documents will not be accepted.
 - ☐ Photographs of models and/or material/color boards, if prepared, are required.
 - ☐ Applications not submitted through MBP must provide all application materials on CD to the Planning Department for presentation at public meetings and/or permanent storage.
- Paper Documents:
- ☐ Applications not submitted through MBP shall provide one paper copy of all application materials in either 8½ x 11 or 11 x 17 inch size. Legal sized documents will not be accepted.

Final Plat Recording

Only after you have received approval of the final subdivision by the City Council, submit:

- ☐ Two (2) completed 18" x 24" inked or photo City of Kirkland plat mylars and four (4) 18" x 24" paper prints. No DIAZO or XEROX mylars will be accepted. All four paper prints and both mylars are sent to King County for recording. One mylar and one paper print are kept by King County Department of Surveys. Three prints and the mylar are returned to the City of Kirkland, one print for the City Planning Department files, one print for the applicant, and one print for City archives.
- ☐ All persons who hold an interest in the property must sign the mylars and their signatures must be acknowledged before a Notary Public. Persons who sign must include any bank and/or beneficiary who have an interest in the property.
- ☐ For a property owner who is a partnership or limited partnership, include partnership name and an authorized general partner of the partnership must sign. Where owner is a corporation, the name must so designate, including the state of incorporation and the signatures must be that of the president and secretary, proof of corporation authorization must be given for any other signatures. Where owners are individuals, the spouse must also sign. All signatures must be acknowledged before a Notary Public.
- ☐ Payment to the City of Kirkland for the King County recording fee. See current King County Price Chart for recording fee amount or contact the Planning & Community Development Department.